

User Acceptance Testing Process Plan

Observation Data Capture Tool R2 - Principal



Program:	MCESA REILize Decision Support System
Module:	ODCT - Principal
Release:	R2v1
Document:	UAT Process Plan
Version:	.03



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1 Version History

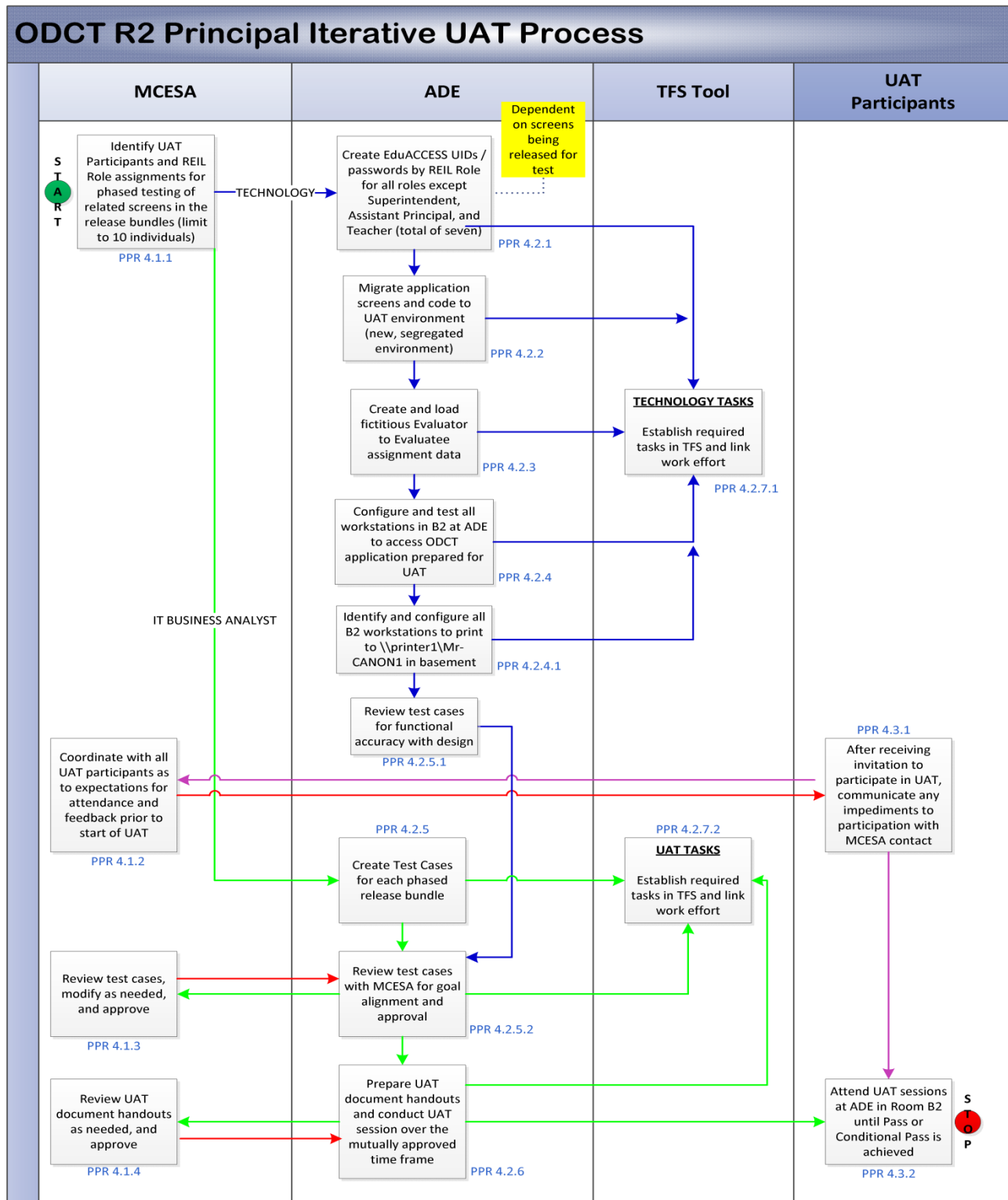
Date	Version	Author	Change Details
5/7/2012	.01	Gayle Hall	First draft for internal review
5/7/2012	.02	Gayle Hall	Incorporated changes suggested by David Plouff
5/15/2012	.03	Gayle Hall	Added TFS interaction process to diagram with supporting textual detail

2 Document Approvals

Organization	Name	Program Role	Signature /Electronic Approval	Date
MCESA	Al Dullum	Stakeholder / Advisor		
MCESA	Dr. Lori Renfro	Stakeholder / Advisor		
ADE	David Plouff	Project Manager		
ADE	Scott Pfeiffer	Technical Architect		



3 UAT Process Diagram





4 UAT Process Steps

The steps in this section provide detail in support of the UAT Process Flow diagram in the preceding section.

4.1 MCESA Responsibilities

4.1.1 Identify UAT Participants

MCESA will identify a *maximum of 10 individuals** to participate in User Acceptance Testing. The following REIL Roles will be represented:

1. Observation System Administrator (OSA) – typically filled by Superintendent and HR Director as Primary and Secondary
2. MCESA Field Specialist (as evaluator of Principal / Assistant Principal / Teacher)
3. Assistant Superintendent of Schools (as evaluator of Principal / Assistant Principal)
4. District Office Personnel (as evaluator of Principal / Assistant Principal)
5. Principal (as evaluator of Assistant Principal / Teacher)
6. MCESA Data Entry Admin (only needed when MCESA Data Entry Clerk start page is ready for UAT)
7. District Data Entry Clerk (only needed when District Data Entry Clerk start page is ready for UAT)

*NOTE: The maximum is being imposed based on the number of workstations in the Training Room at ADE.

4.1.2 Communicate with UAT Participants

MCESA will need to coordinate with identified UAT participants as to expectations for attendance and feedback prior to the start dates of the structured UAT sessions at ADE. MCESA will establish a communication protocol and understanding of this protocol with all UAT participants.

This also applies to any preparatory materials that may be needed for distribution prior to the start of UAT, such as the UAT test cases.

4.1.3 Review and Approve Test Cases

MCESA will appoint a single point of contact to work with ADE's Business Analyst in defining the UAT test cases. The expectation for participation is as follows:

1. Review the UAT test case steps provided by ADE for clarity of understanding;
2. Review the UAT test case steps to make sure all possible scenarios will be tested.
3. Designate UAT test cases as final and approved via email communication with ADE Business Analyst.

4.1.4 Review and Approve UAT Documents

MCESA will appoint a single point of contact to work with ADE's Business Analyst or Technical Writer in creating, reviewing, and approving and supplemental documentation that may be required or recommended for distribution to the UAT participants. Typically, this type of supplemental documentation will bring clarity to the UAT process steps and expectations for the level of accountability expected from the UAT participants.



4.2 ADE Responsibilities

4.2.1 Create EduACCESS User IDs for UAT Participants

Upon receipt of the list of UAT participants (see [Section 4.1.1](#)), ADE will create the required user identifiers (UIDs) and passwords to enable login capability to the ODCT application in its associated UAT environment.

4.2.2 Migrate ODCT – Principal Screens and Code for UAT

ADE is responsible for migrating all relevant screens and supporting code into a new environment that is segregated for UAT, apart from the current external Training environment.

4.2.3 Create Fictitious Evaluator-to-Evaluated Assignments

ADE will create a repository of fictitious Evaluator-to-Evaluated assignments for each of the representative school districts and their associated schools. This data will eliminate the possibility of revealing the identities of actual educators in the State of Arizona.

4.2.4 Configure UAT Test Workstations in Training Lab at ADE

ADE has 16 workstations in the Training Lab located in Room B2, which is the intended site for the structured UAT sessions needed for business testing and acceptance. Prior to the planned UAT start date, all workstations will be configured in an identical manner and fully tested for successful operability.

4.2.4.1 Configure Print Capability

All 16 workstations in Room B2 at ADE will be configured to print to the walk-up, black and white printer in the basement identified as [\\printer1\Mr-CANON1](#) as the default Windows printer.

4.2.5 Write UAT Test Cases

The ADE Business Analyst will write all UAT test cases for ODCT Principal business testing based on visibility of the deliverables in the same type of system environment as that in which UAT will be conducted, e.g. web application.

4.2.5.1 Conduct Internal Review of Test Cases

The ADE Business Analyst will conduct an internal review of the UAT test cases with members of the Development Team as specified by the Technical Lead / Architect.

4.2.5.2 Conduct Business Review of Test Cases

The ADE Business Analyst will present the written test cases for review with the designated MCESA stakeholder identified in [Section 4.1.3](#). The analyst will collaborate effectively with this business stakeholder throughout this process to achieve a timely, final approval of test case readiness prior to the start of UAT.

4.2.6 Preparation of UAT Document Hand-Outs and/or Instructions

If needed, additional documentation required for clarification or enhancement of the UAT experience will be provided by ADE and approved by MCESA.

If distribution of materials to UAT participants is required prior to the start day of UAT, MCESA will handle this as per [Section 4.1.2](#) of this document.



4.2.7 Team Foundation Server (TFS) Linkage

Team Foundation Server (TFS) is a Microsoft™ product that is available as part of the Visual Studio application development suite. ADE has adopted the use of this tool for identifying design tasks required for application deliverables. Requirements documents form the basis for the analysis and definition of these tasks by the Development Team.

In this way, requirements traceability is established and maintained throughout the implementation and deployment of application deliverables.

4.2.7.1 Technology & Development

For each of the required UAT Process steps listed in Section 4 of this document, ADE will analyze the tasks and sub-tasks necessary to fulfill each step and successfully establish the environment required for conducting User Acceptance Testing.

The expectation for determining completion of all tasks and readiness for UAT is that an organized, collective consensus of accuracy and application integrity will be reached and signed off on *internally* (to ADE) by technology and project management personnel.

4.2.7.2 Test Case Traceability

Each test case written should trace back to both the Business Requirements Document (BRD) and the Functional Requirements Document (FDR) and / or functional wireframes. If functional wireframes are produced in lieu of a verbose FDR due to the need for delivery agility, then requirements traceability is established and maintained between documents.

This lineage will be continued and traceable within TFS for each test case.

4.3 UAT Participant Responsibilities

4.3.1 Communicate Impediments to Participation

After receipt and acceptance of the MCESA invitation to participate in UAT, it is the responsibility of the participant to communicate directly with MCESA as to any impediments that may hinder their participation.

4.3.2 UAT Session Attendance

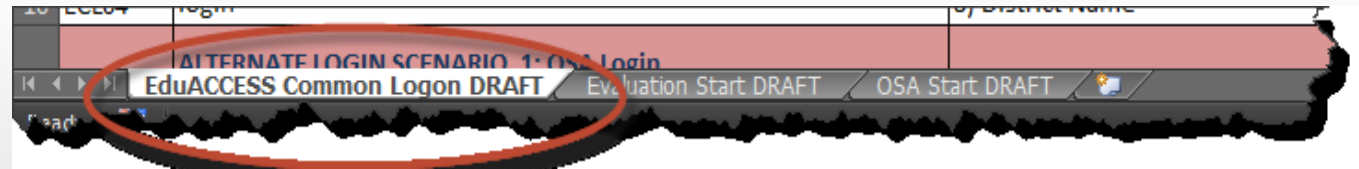
UAT participants are expected to attend all structured UAT sessions or their equivalent UAT process until a Pass or Conditional Pass status is achieved and accepted by MCESA as an acceptable final UAT status.



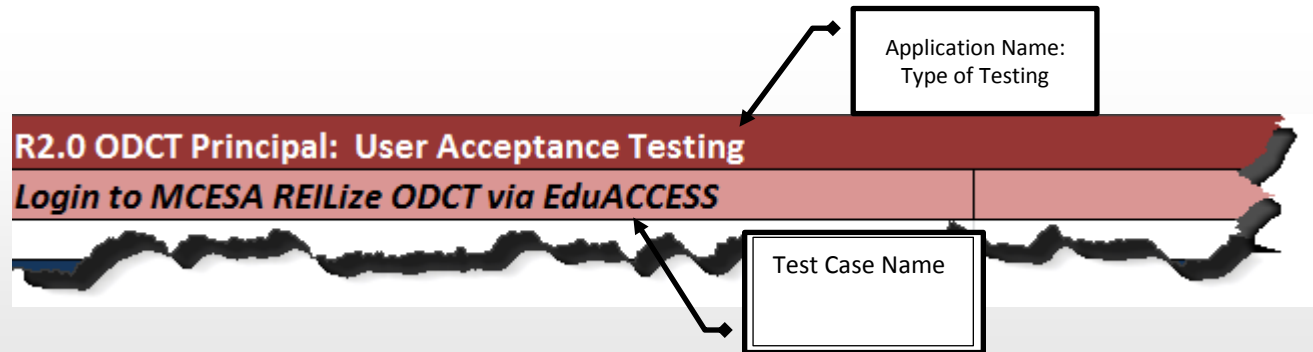
APPENDIX A. User Acceptance Testing Steps

The following directions explain the User Acceptance Testing steps for performing the various scenarios provided in the Test Case Workbook. You will log your results directly into the form.

1. Open the Excel test case workbook to begin. Navigate to the first tab in the workbook labeled, "EduACCESS Common Logon."



2. At the top of each worksheet, you'll notice four text areas of interest:
 - a. Application being tested and the type of testing being performed;
 - b. Test Case Name;
 - c. An empty cell for entering the date you are testing, e.g. 5/27/2012;
 - d. An empty cell for your name (as the tester)





...continued from previous page

3. Enter today's date (or the date you are executing the test case) in the cell immediately to the right of "Enter Date of Test:".
4. Enter your full name in the cell to the right of "Tester Name:".

Enter Date of Test:		Tester Name:	
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5. The next row of text with the dark blue background contains the column headings within the test case. They are:
 - a. ID Number (of the step being tested)
 - b. Test Case Actions
Directions for what you should do for only that action
 - c. Expected Result (what should happen)
 - d. **(P)pass or (F)fail**
1) Enter "P" (no quotation marks please) when the Expected Result occurs as written;

ID	Test Case Actions	Expected Result
Number		

Columns d, e, and f on next page...



2) Enter "F" (no quotation marks please) when the Expected Result is not the result you see

e. **Point(s) of Failure**

Complete only when the step fails; otherwise, enter "N/A" or leave blank.

f. **Comments**

Optional: Complete if you'd like to leave comments about your findings for that particular step.

Note: Bolded column names above are initially blank in the test case. Non-bolded names contain test information.

(P)pass or (F)fail	~COMPLETE ONLY IF APPLICABLE~ Point(s) of Failure	Comments
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6. Proceed through each test step (row) that has an ID Number associated to it until a new scenario begins or the test case ends.

ALTERNATE LOGIN SCENARIO_1: OSA Login User wants to gain access and use the ODCT for Observation System Administrator only tasks.	
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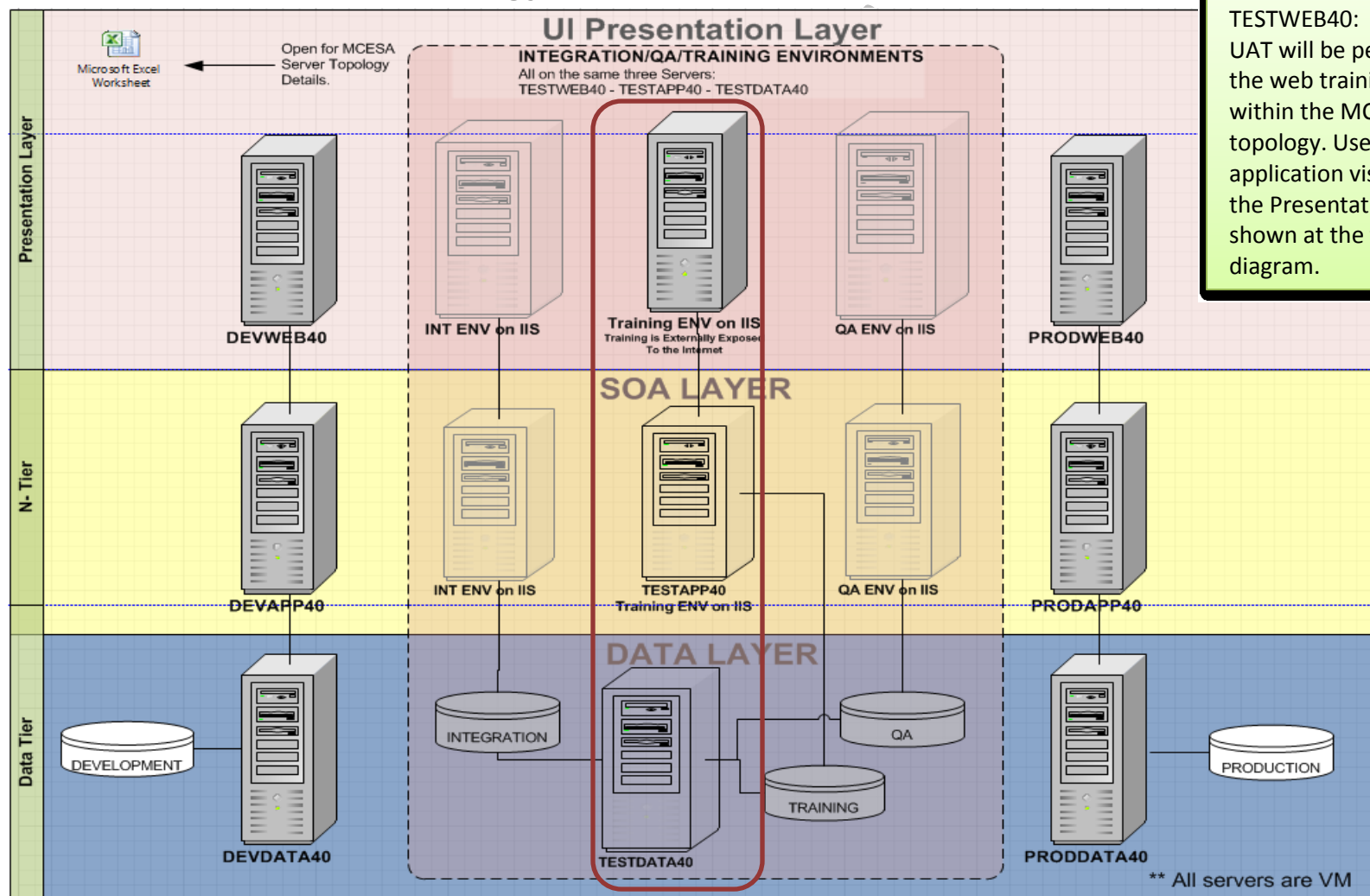
Colored rows are visual indicators of a new test scenario

4	ECL17_A2	User clicks on "Sign in" hyperlinked text located in the upper right of the light blue EduACCESS menu bar on the top portion of the screen to return to the EduACCESS login screen.	ADE EduA
5	END OF TEST		

"End of Test" in a colored row appears at the end of each test case.



APPENDIX B. MCESA Server Topology



TESTWEB40:
UAT will be performed in the web training environ within the MCESA server topology. Users will have application visibility at the Presentation Layer , shown at the top of this diagram.





APPENDIX C. Test Cases

This section contains the test cases for the first phase of User Acceptance Testing for ODCT R2 – Principal. Test cases exist for the following screens and screen components:

1. Login to EduACCESS
2. Evaluator Start Page
3. OSA Start Page
4. Leader Navigation Bar



ODCT R2 UAT Test
Cases.xlsx

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